

**DOCUMENT CHECKLIST**  
**For Invoice Dispute Hearings**

Order Regarding Payment System (November 8, 2004)  
Petties, et al. v. District of Columbia, et al., Civil Action No. 95-0148 (PLF) (D.D.C.)

The following information may be necessary to resolve the dispute between the parties. Accordingly, prior to each hearing, both parties should furnish the documentation below.

- Complete copies of the invoice(s) in dispute. Note: If the date of the invoice(s) is likely to be raised as an issue in the proceeding, DCPS shall provide a copy of the invoice(s) that display DCPS' date-stamp and the Provider shall furnish copies of any receipts for hand-delivered invoice(s). (November 8 Order, paragraph (a)).
- Complete copies of the DCPS dispute notice(s), including copies of all documents attached to the dispute notice(s). Note: If the date of receipt of the dispute notice(s) is likely to be raised as an issue in the proceeding, DCPS shall provide copies of evidence of delivery and the Provider shall provide evidence of receipt. (November 8 Order, paragraph (b)).
- Documentation of the amount paid by DCPS for the services covered by the invoice(s) in dispute. (November 8 Order, paragraph (b)).
- Copies of the Provider's written objection(s) and all documents attached thereto. (November 8 Order, paragraph (d)).
- If the Provider's failure to object in a timely manner is likely to be raised, copies of any written request(s) for additional time to submit documentation and any written response thereto. (November 8 Order, paragraph (d)).
- Copies of DCPS' written rejection(s) and all documents attached thereto. (November 8 Order, paragraph (e)).

Each party may furnish additional documentation including, but not limited to, correspondence, records and policies.